Maryland State Board of Elections

Step-by-Step Guide: Scanning Unit

Need Help? Call: (301) 600-8683

Overview

- Each precinct will receive at least one scanning unit
- Large precincts may receive more than one scanning unit
- Poll Watchers may observe the opening procedures

Required Supplies:

- Scanning unit keys
- *Scanning Unit Opening Integrity Report*
- New tamper tape
- Clipboard
- Pens
- Tool to remove security seals on the outside of the scanning unit

NOTE: At least one voting judge must be stationed at the scanning unit(s) at all times. Voting judges may rotate positions during the day.

Setup

1 Remove the scanning unit from the black transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges. Roll the scanning unit to the location designated by the precinct site survey.

2 Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place. **CAUTION: The metal tabs are sharp!**

3 Confirm the shipping label on the back of the scanning unit shows the correct polling place. If the polling place is wrong, immediately notify the local board of elections.

Shipping Tag

Setup

4 Use the flat key to unlock the back door of the scanning unit, unwrap the power cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**

IMPORTANT: Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

5 Ensure that both the red and green lights on the surge protector are lit.

Opening the Polls

1 Verify the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report.*

Opening the Polls

2 Remove the security seal, unlock and open the main ballot box door.

3 Use the strap handle to pull the ballot transfer bin out of the main ballot box.

4 Look inside the main ballot box to verify that it is empty. If there are any ballots inside the main ballot box, alert a chief judge.

Opening the Polls

5 Open the lid of the ballot transfer bin and look inside. If the bin is empty, skip to step 6. If the bin has anything in it, extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to where its contents will be removed, verified, and counted. Return the empty ballot transfer bin to the scanning unit area.

6 Place the empty ballot transfer bin back inside the main ballot box. Check that both lids of the ballot transfer bin are open and resting on the sides inside the main ballot box and the strap handle is facing out.

Opening the Polls

7   Close, lock, and reseal the main ballot box door.
Record the new seal number in column B of the *Scanning Unit Opening Integrity Report*.

B

8   Verify the security seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the security seal.

C

Emergency Ballot Compartment

9   Unlock and open the emergency ballot compartment door. Make sure the compartment is empty. **CAUTION: Beware of sharp edges.** Alert a chief judge if any ballots are found inside the emergency ballot compartment.
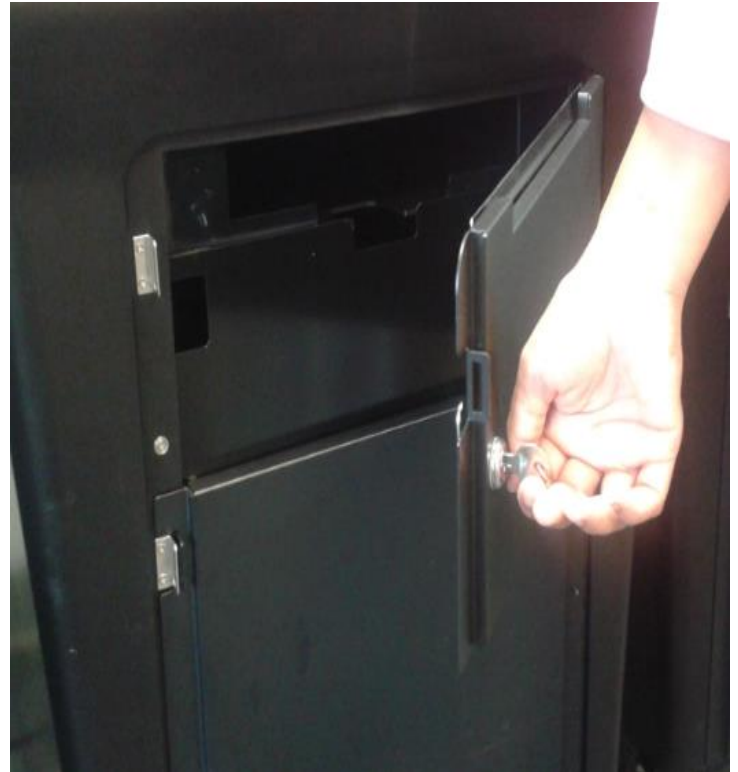
Opening the Polls

10 Verify that the metal flap on the emergency ballot compartment door is raised.

Emergency Ballot Compartment metal flap in up position.

11 Close, lock, and reseal the emergency ballot compartment door. Record the new seal number in column D of the *Scanning Unit Opening Integrity Report*.

D

12 Verify the left and right side case seal numbers with columns E and F on the *Scanning Unit Opening Integrity Report*. **DO NOT remove the seals**.

E

F

Right Case Seal on opposite side is not shown here (column **F**).

Opening the Polls

13 Verify the security seal number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report*.

Scanning Unit Lid Seal

14 Remove the security seal. Use the flat scanning unit key to unlock the lid.

15 Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting.

Opening the Polls

16 Verify the serial number on the top of the scanning unit with column H of the *Scanning Unit Opening Integrity Report*.

H

17 Verify the tamper tape number on the rear access door with column I of the *Scanning Unit Opening Integrity Report*. **DO NOT remove the tamper tape**.

Rear Access Door

18 Use the round key to unlock and open the ballot scanner.

Opening the Polls

19 Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, alert a chief judge.

20 Verify the tamper tape number on the front access door with column J of the *Scanning Unit Opening Integrity Report.*
DO NOT remove the tamper tape.

Front Access Door

J

NOTE: If the scanning unit does not turn on or if you hear a series of four beeps, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and also into the gray surge protector and power outlet. Make sure the power outlet is "live" (i.e., power is coming through the outlet). **If the scanning unit still does not turn on, alert a chief judge.**

Opening the Polls

21 Once the scanning unit turns on, verify the public count number is zero and verify column K on the *Scanning Unit Opening Integrity Report.* Verify the protected count number with column L.

K

L

Alert a chief judge if either number does not match.

22 A chief judge enters the election code then touches "Accept."

NOTE: The scanning unit performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the scanning unit automatically shuts down, alert a chief judge immediately. Never turn off the scanning unit or unplug the scanning unit unless instructed by the local board of elections.**
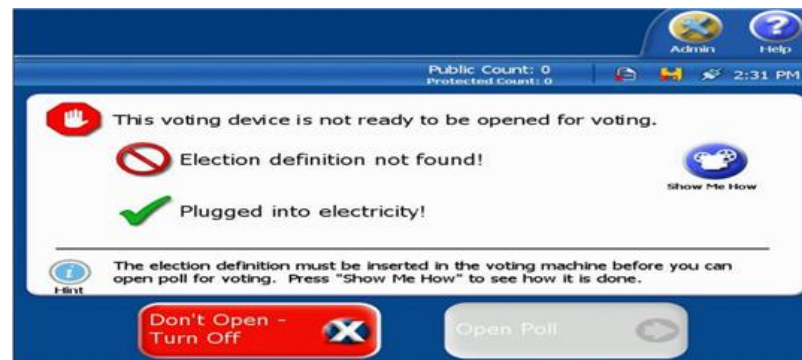
Opening the Polls

23 A "Configuration Report" will automatically print. **DO NOT remove the report.**

24 Verify the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch "Open Poll."
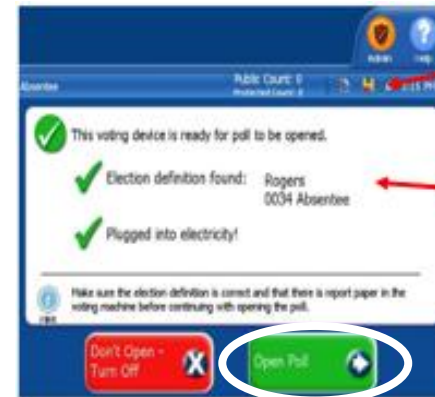
Power Indicator

Precinct Name

25 Two copies of the "Zero Report" will print. Separate the "Zero Reports" into two individual reports.

1. Both chief judges sign both "Zero Reports."

2. Attach the first copy of the "Zero Report," along with the "Configuration Report" still attached, to the S*canning Unit Opening Integrity Report.*

3. Post the second copy of the "Zero Report" for public viewing.

Opening the Polls

26 Once the self-test is complete and "Zero Reports" are printed, the following screen appears. Touch "Go To Voting Mode."
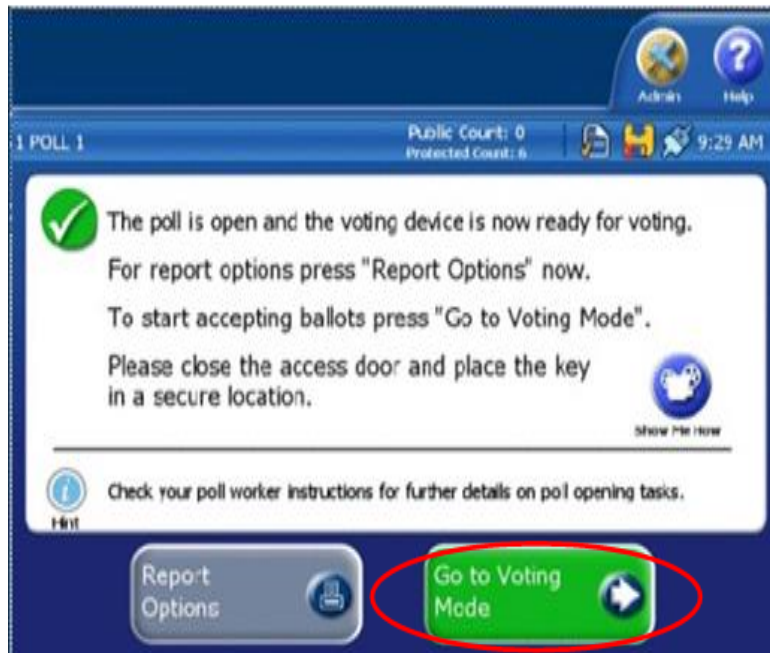
27 When the scanning unit is ready to receive ballots, the following screen appears.
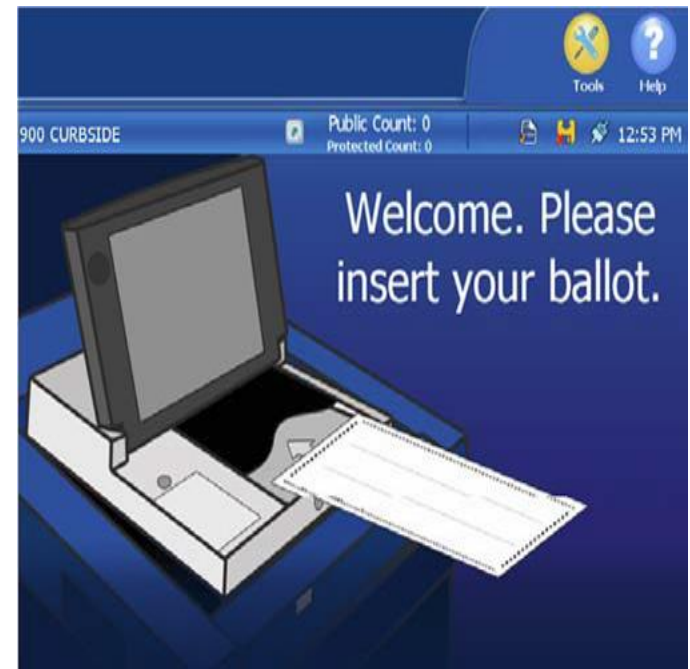
Casting a Ballot

IMPORTANT: The term "ballot" is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.

Casting a Ballot

A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until replaced with another voting judge.

The voting judge:

1. Asks the voter for the voter authority card only. Do not handle any voted ballots.
2. Verifies the voter is not a provisional voter with an orange privacy sleeve.
3. Reviews the voter authority card to ensure that it has been signed by the voter, properly initialed by other election judges, and is not a provisional voter.
4. Holds onto the voter authority card until the voter casts the ballot and it is accepted by the scanning unit.
5. Stands away from the scanning unit and only approaches the voter if the voter requests assistance.

Casting a Ballot

The scanning unit has two slots to accept ballots.

1. The top slot will only accept a ballot marked on a ballot activation card by a voter who used a Ballot Marking Device (BMD). Instruct the voter to insert these ballots <u>into the top slot (see #1 below)</u>. **NOTE: Trying to insert a BMD ballot into the bottom slot may cause a paper jam.**

2. The bottom slot is for hand-marked ballots only (see #2 below).

Ballots can be fed into the scanning unit in any direction, either face up or face down, top first or bottom first. **DO NOT** fold the ballot and **DO NOT** force the ballot into the scanning unit.

1 Instruct voters to insert ballot activation cards into the top slot of the scanning unit.	**2** Instruct voters to insert hand-marked ballots into the bottom slot of the scanning unit.	**3** When a ballot is accepted by the scanning unit, the display will read **"Thank you for voting. Your ballot has been counted."**
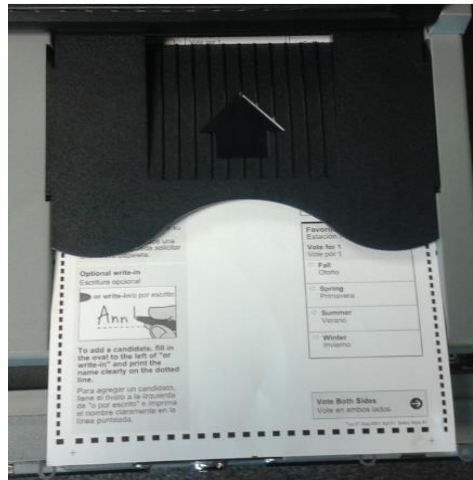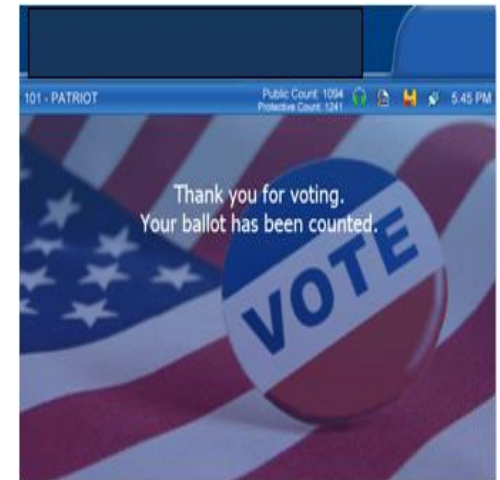
Casting a Ballot

After the ballot is accepted by the scanning unit, put the voter authority card into the envelope attached to the lid of the scanning unit.

Collect the empty privacy sleeve from the voter.

Thank the voter for voting, give the voter an "I Voted" sticker and direct the voter to the exit.

IMPORTANT: Do not put paperclips or "I Voted" stickers on the scanning unit. These may cause a jam in the scanning unit.

Scanning Unit Messages

An **overvoted** ballot will cause the display screen to prompt the voter either to **"Return"** or **"Cast"** the ballot.

A blank ballot will cause the display screen to prompt the voter either to **"Return" or "Cast Blank Ballot."**
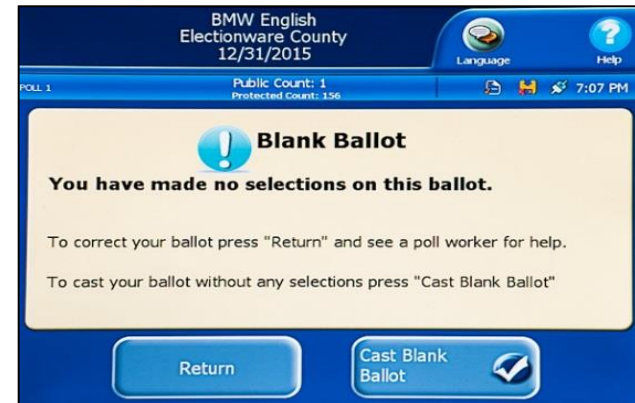
The scanning unit will **accept** ballots that contain undervoted contests **without cautioning the voter**.

All selections made by the voter in undervoted contests are recorded by the scanning unit

No selections will be counted for undervoted "vote for 1" contests.

A **rejected** ballot will cause the display screen to prompt the voter to touch **"Return" and "reinsert the ballot opposite end first."** If the ballot is still rejected, it must be spoiled by the voter and replaced.

Scanning Unit Notes

NOTES:

1. Tell a chief judge when a voter touches **"Return."**
2. If the voter accidentally touches **"Cast"** instead of **"Return,"** the voter cannot vote again.
3. When ballots with overvoted contests are cast, no vote is recorded for the overvoted contests. All other voted contests are recorded.
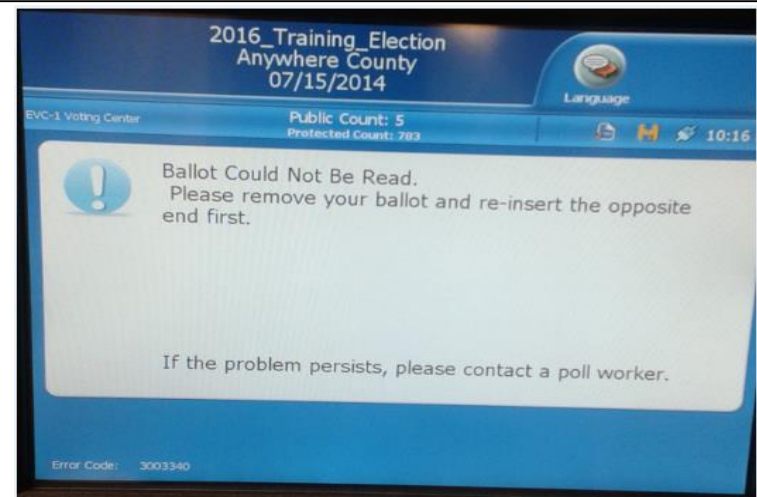4. The scanning unit will accept all ballots that contain **undervoted** contests without cautioning the voter. All selections made by the voter in undervoted contests are recorded by the scanning unit. No selections will be counted for undervoted "vote for 1" contests.
5. The scanning unit will initially caution voters whose ballots are blank. Voters may touch "Cast" on the scanning unit screen to cast their blank ballot or touch "Return" to not cast their ballot and have the ballot returned to them. When a voter touches "Return," return the voter's Voter Authority Card (VAC). The voter takes their ballot and VAC to a voting booth (or Ballot Marking Device, as appropriate) to mark their selections. Issuing a replacement ballot is not necessary.
6. The emergency ballot compartment is used to store voted ballots if the scanning unit malfunctions during voting hours.
7. A voter may not be issued more than three ballots.

Voter Privacy

To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least two feet off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.

Only approach the voter at the scanning unit if the voter requests assistance.

During Voting Hours

Periodically check that the scanning unit is plugged into power.

Note the **connected plugs** icon next to the time.

If the **battery** icon is showing, check the power connection to the scanning unit.

Scanning unit is operating on battery power.

Ending the Election

NOTE: All voters who are in line at 8:00 p.m. are permitted to vote.

- If possible, close the door to the polling room or building behind the last voter in line.

- If the line extends beyond the outside entrance, try to gather the eligible voters inside the building or position an election judge at the end of the line.

- Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.

Ending the Election

- Remember: Two chief judges must complete and sign the *Scanning Unit Closing Integrity Report.*

- If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loud enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report.*

Required Supplies:

- Scanning unit keys
- *Scanning Unit Closing Integrity Report*
- New tamper tape and seals
- Clipboard
- Pens
- Tool to remove security seals on the outside of the scanning unit

Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are to be completed when the last eligible voter in the polling place has completed the voting process.

IMPORTANT: Ballots that are placed in the emergency ballot compartment shall not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanner. If the scanning unit cannot read a ballot, contact the local board of elections for instructions.

1 Record the security seal number of the emergency ballot compartment in column A of the *Scanning Unit Closing Integrity Report*

Remove the security seal and unlock the emergency ballot compartment.

A

Closing the Emergency Ballot Compartment

2 Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **Beware of sharp edges.**

IMPORTANT: Alert a chief judge if any ballots are found inside the emergency ballot compartment . If any ballots are found, follow the instructions on the previous page.

3 Close and lock the emergency ballot compartment. A new security seal does not have to be applied.

Closing the Polls

4

Record the security seal number of the main ballot box in column B of the *Scanning Unit Closing Integrity Report*.

Remove the security seal and use the flat key to unlock and open the main ballot box.

B

Closing the Polls

5 Reach inside the main ballot box to close the lid loosely on the ballot transfer bin. Use the strap handle to remove the ballot transfer bin. Check that all ballots are inside the blue ballot transfer bin. Check inside the main ballot box for any loose ballots. Place any loose ballots found inside the main ballot box into the ballot transfer bin.

Closing the Polls

6   Tightly close the lid on the ballot transfer bin. Note that the lid has a "tongue-in-groove" fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.
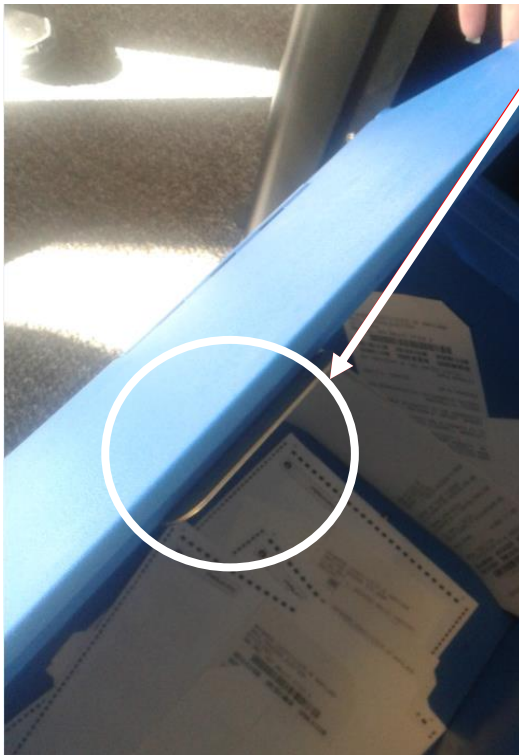
Closing the Polls

7   Close and use the flat key to lock the main ballot box. A new security seal does not have to be applied.

8   Use the flat key to lock both locks on the ballot transfer bin.

Closing the Polls

9 Record the final Public Count and Protected Count numbers in columns **C** and **D** on the *Scanning Unit Closing Integrity Report.*

C

D

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary

State of Maryland

County/City: _____   Date: _____

District/Ward/Precinct: _____

1. Put all security seals you remove in the _____ of this form.
2. Put all tamper tape you remove on the back of this form.
3. Attach the *Totals Report* from each scanning unit to this report.
4. Post a *Totals Report* near the *Zero Report* from each scanning unit for public viewing.
5. Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Compartment Seal #	B. Removed Main Ballot Box Security Seal/ Lock #	C. Public Count	D. Protected Count	E. Removed Rear Access Door Tamper Tape #	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Front Memory Stick Serial #		H. Rear Memory Stick Serial #		I. New Scanning Unit Lid Seal #	J. Tamper Tape on Ballot Transfer Bin - Front	K. Tamper Tape on Ballot Transfer Bin - Rear	L. Number of **VACs**
	Verify	√	Verify	√	Record	Record	Record	Record
1								
2								

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____   Republican Chief Judge: _____

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10 Record or verify the rear access door tamper tape number in column E on the *Scanning Unit Closing Integrity Report*. **DO NOT** remove the tamper tape.

E

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11 Record the tamper tape number located on the front access door in column F of the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place it on the back of the report.
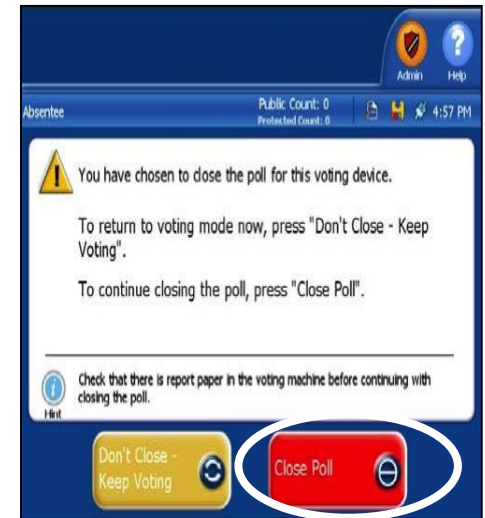
F

Closing the Polls

12 Use the round key to unlock and open the front access door.

13 Push and hold down the **"Close Poll"** button for a second or two and release. The button will turn red.


14 The scanning unit display reads "You have chosen to close the poll for this voting device." Touch the "**Close Poll" button on the screen.** Two "Results Reports" will print.

Closing the Polls

15 After the "Results Reports" have finished printing, the display screen reads "This voting device has been successfully closed". Touch **"Finished – Turn Off"**. Scanning unit powers off and **WAIT!**.
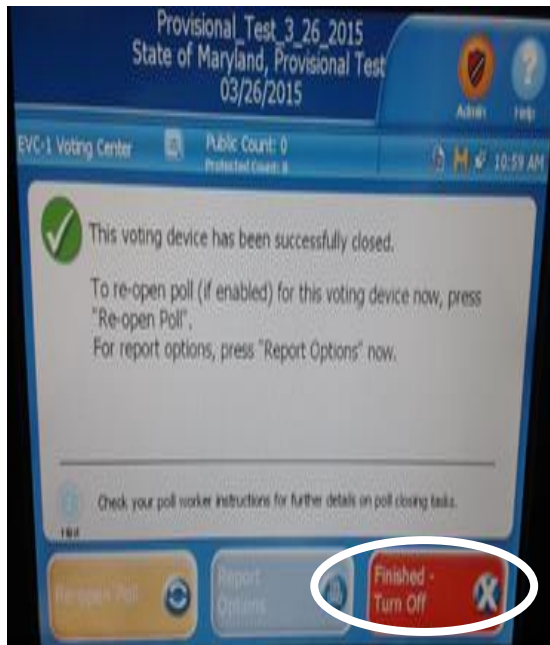

16 **IMPORTANT: Allow all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.**

Unplug the scanning unit from the power outlet.

17 After the lights have gone dark, and after the scanning unit has been unplugged from the power outlet, gently pull the memory stick straight out to remove it from the front access door compartment.
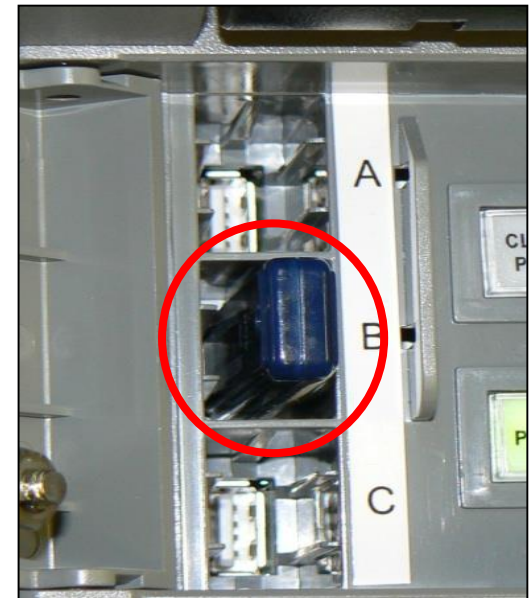
Closing the Polls

18 Verify the memory stick serial number with column **G** on the *Scanning Unit Closing Integrity Report*.

G

Immediately give the memory stick to a chief judge who will secure it for transport.

19 Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.

20 Gently lower the display screen and lock the screen into place.

Closing the Polls

21 Carefully lower the lid while holding the latches and use the flat key to lock the lid.

22 Attach a new security seal to the scanning unit lid. Record the new seal number in column H on the *Scanning Unit Closing Integrity Report.*

H

23 Separate the "Results Reports" into two individual reports.

1. Both chief judges sign both "Results Reports."

2. Attach the first copy of the "Results Report" to the *Scanning Unit Closing Integrity Report.*

3. Post the second "Results Report" next to the morning's "Zero Report" for public viewing.

4. Repeat steps 1 through 23 for each scanning unit.

Closing the Polls

24 Apply tamper tape (or a security seal) on the front and rear sides of the ballot transfer bin lid. Record the tamper tape or seal numbers in columns I and J of the *Scanning Unit Closing Integrity Report*.

Front

I

J

Rear

25 Extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported to the local board of elections.

26 Count the total number of VACs from the scanning unit VAC envelope. Record the number of VACs in column K on the *Scanning Unit Closing Integrity Report*. Place the VACs back into the scanning unit VAC envelope and give the envelope to the chief judges.

Packing the Scanning Unit

1 Pack the power cord with the gray surge protector into the back compartment of the scanning unit. Close and lock the back compartment door.

2 Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

3 Two election judges roll the scanning unit to the black transfer cart to be loaded for return to the local board of elections.

Thank you for supporting Maryland elections!